

Volunteer Building Director Exam

The purpose of this exam is to validate that you have view the video "Volunteer Building Director Training" and understand the guidelines and policies essential for a safe and successful operation of a school facility scheduled for community use. Please mail this exam to : Fairfax County Community and Recreation Services, 12011 Government Center Parkway, Suite 1050, Fairfax, Virginia 22035-1115. Attention: Volunteer Building Director Program.

1. Operating procedures require four important steps, choose the correct set of procedures.
 - A. Open the doors; throw out the balls; find a chair and sit down.
 - B. Find a custodian; inspect the floors, walls and restrooms.
 - C. Facility inspection for damage; equipment; safety; telephone.
 - D. Set up nets; crank down goals; inspect hallways; pump up balls.
2. Supervision of the participants and spectators is the responsibility of the:
 - A. Coach
 - B. Parents
 - C. Custodian
 - D. Volunteer Building Director
3. Circle the incorrect statement:
 - A. All members of your group must remain in the gymnasium area.
 - B. Bleachers are available on a request basis only and pulled out by the custodian and Building Director
 - C. Food and drink are allowed in the gymnasium on a controlled basis.
 - D. Groups must respect their assigned times and exit promptly.
4. True or False: The custodian will assist with the building inspections, unlocking doors, pulling out bleachers, lowering baskets, making volleyball standards and closing gym dividers.
5. Close out procedures require four important steps, choose the correct set of procedures.
 - A. Finish and leave on time; check out with custodian; wait for later parents.
 - B. Clean up the mess; gather up equipment; move participants out quickly; check for damage.
 - C. End play on time; return all equipment to proper place; inspect facility with custodian; custodian locks doors as you leave.
 - D. Ensure timely departure; collect equipment; clean area; inspect area with custodian and sign sheet.
6. In the event of a problem contact the phone duty supervisor at:
 - A. 324-5515
 - B. 246-1000
 - C. 691-3232
 - D. 936-1212
7. If your group is not going to use scheduled gym assignment:
 - A. Call the Department of Recreation and Community Services, Athletic Services Division as early as possible at 324-5522.
 - B. Emergency cancellations will be accepted after 4:30 pm by the supervisor on phone duty.
 - C. All of the above.
8. True or False: The area supervisor will visit facilities on a regular basis to inspect the facility, check in with the custodial staff, identify the volunteer building director by name and social security number and deliver equipment and extra forms.
9. The Bi-Weekly Report form is:
 - A. Used only if there is damage to the facility.
 - B. Filled out daily and records inspections, condition of gym, attendance and custodian's and my signature.
 - C. Filled out every two weeks and records necessary information as described in statement B.
 - D. Used only if there has been an accident.

(Over)

10. If a basketball rim is broken during your gym assignment:
 - A. Notify the custodian.
 - B. Fill out a school property damage report
 - C. Call the phone duty supervisor at the Recreation Department.
 - D. All of the above.
 - E. Ask the custodian to fix it.
11. True or False: An accident report should be completed if the injured person requires medical attention.
12. True or False: In the event that your group finishes earlier than scheduled; notify the custodian and the phone duty supervisor.
13. Call the phone duty supervisor when:
 - A. There has been a scheduling conflict with another group.
 - B. To report serious altercations or disputes
 - C. You need assistance and want your area supervisor to drop by.
 - D. All of the above.
14. True or False: If I am working late at my facility, I can bring in dinner and eat between games.

Please print the following information:

Name: _____ Social Security Number _____

Name of Organization: _____

Address: _____

City

State

Zip Code

Phone _____
Home Office

Thank you for taking the time to participate in the Volunteer Building Director Training Program. Please mail this exam today and allow two weeks for validation. Volunteers must score 80% or better to qualify. Individuals failing to do so will be allowed to take the exam again after reading the building director manual. Qualified Volunteer Building Directors will receive a packet of materials and badge by mail.